

Welcome

Slide notes: Welcome to the PACER Report Electronic Learning Module.

This lesson is designed to give you an overview of the PACER Report options in CM/ECF.

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

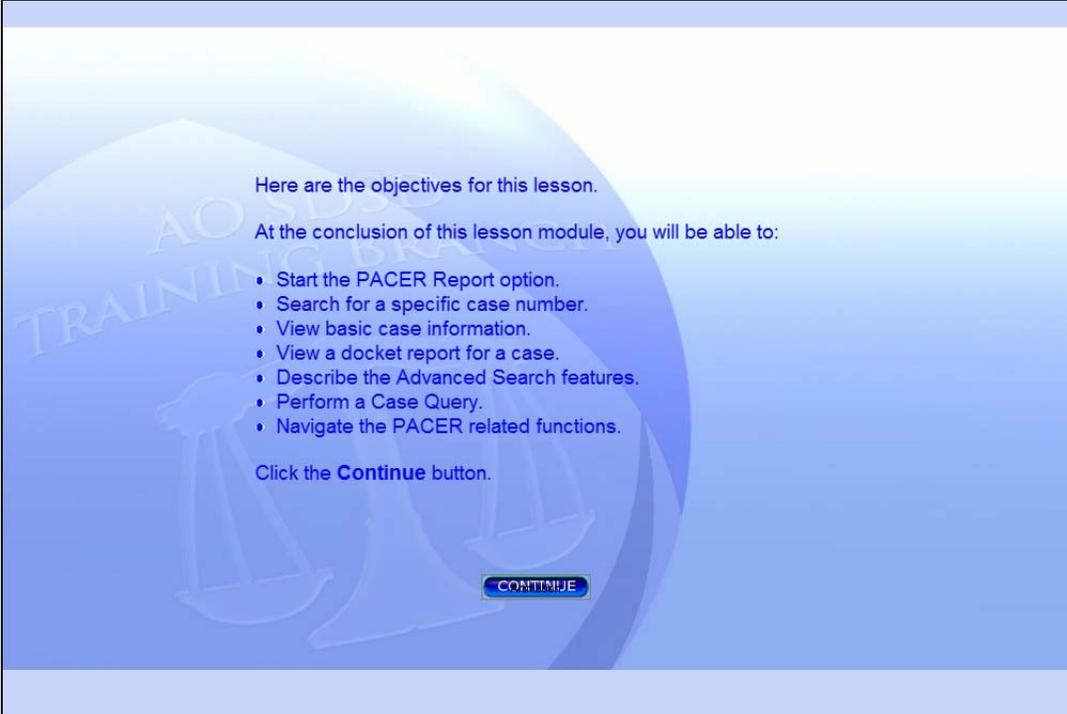
To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.



#### Navigation

Slide notes: Here are the navigation instructions for this lesson module. After you have read them, click the Start button to begin the lesson.



Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

- Start the PACER Report option.
- Search for a specific case number.
- View basic case information.
- View a docket report for a case.
- Describe the Advanced Search features.
- Perform a Case Query.
- Navigate the PACER related functions.

Click the **Continue** button.

**CONTINUE**

#### Objectives

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At the conclusion of this lesson module, you will be able to:

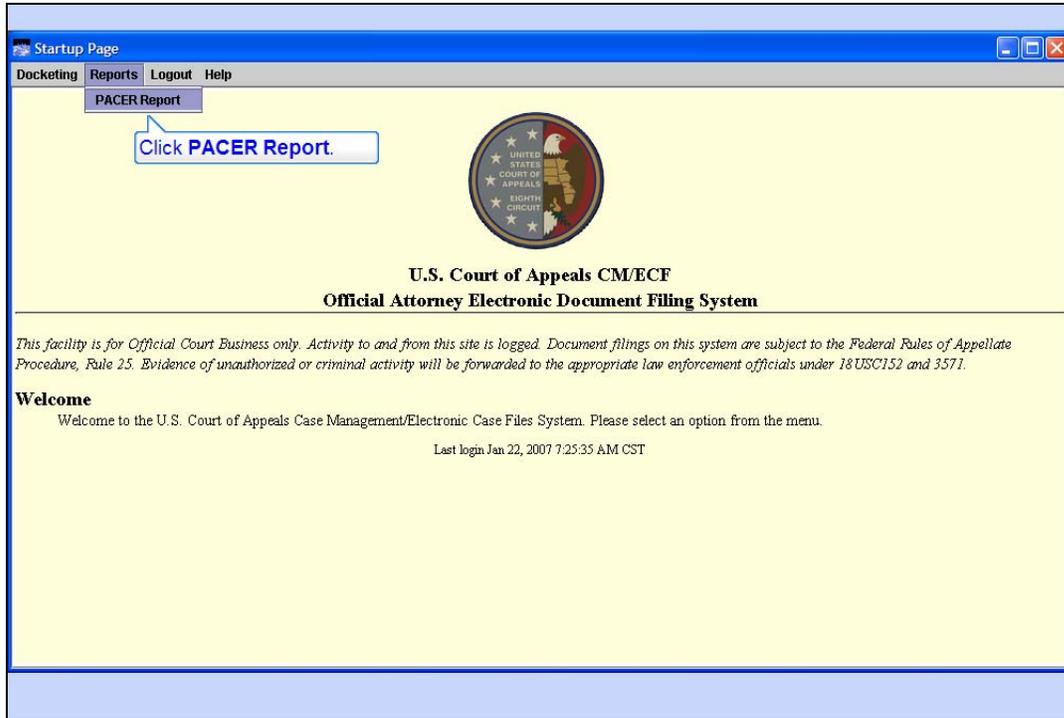
- Start the PACER Report option.
- Search for a specific case number.
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- View a docket report for a case.
- Describe the Advanced Search features.
- Perform a Case Query.
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Click the Continue button.



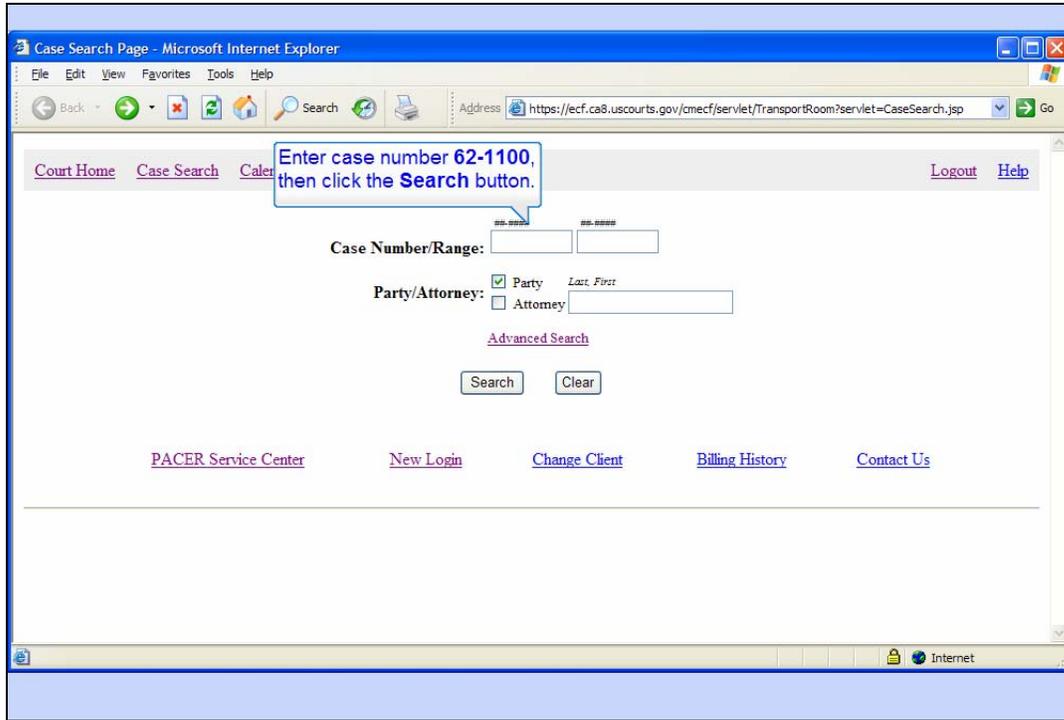
Slide 4

Slide notes: To begin, click Reports in the CM/ECF main menu.



PACER Report

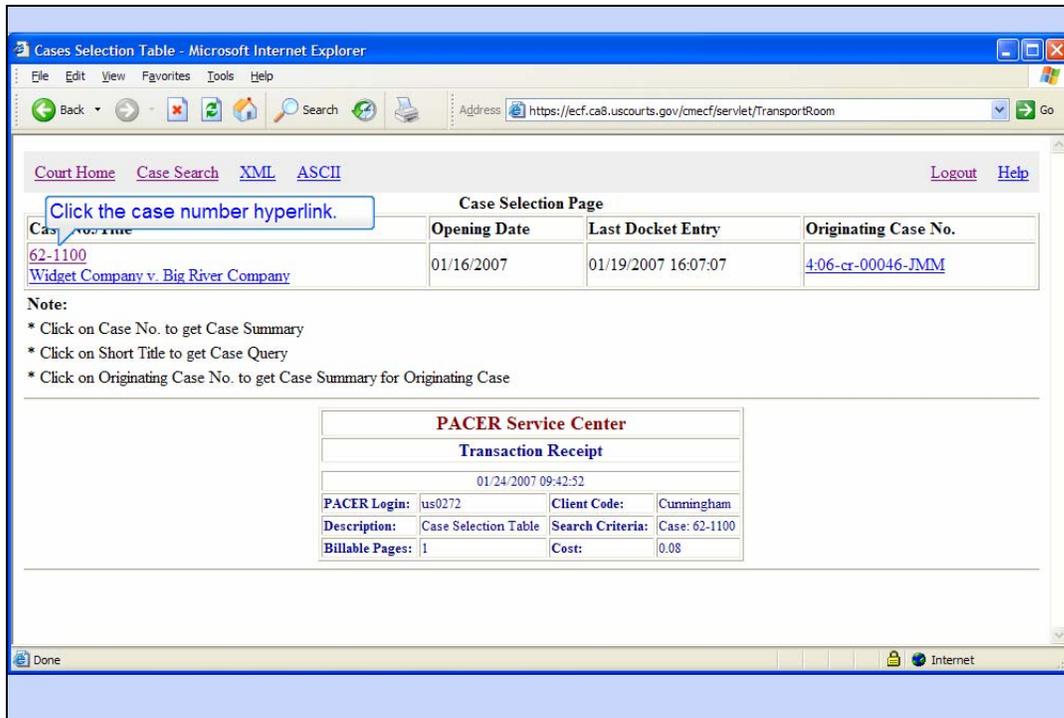
Slide notes: Now click on PACER Report.



Case Search Page

Slide notes: The Case Search Page appears.

The primary purpose of this Case Search Page is to locate information about a case by entering a case number, a range of case numbers, or by entering the name of a party or attorney on a case. We'll look at the Advanced Search options later. To see how the basic search works, enter "62-1100" in the Case Number field, then click the Search button.



Slide 7

Slide notes: If the case number you entered is valid, basic information about the case is displayed.

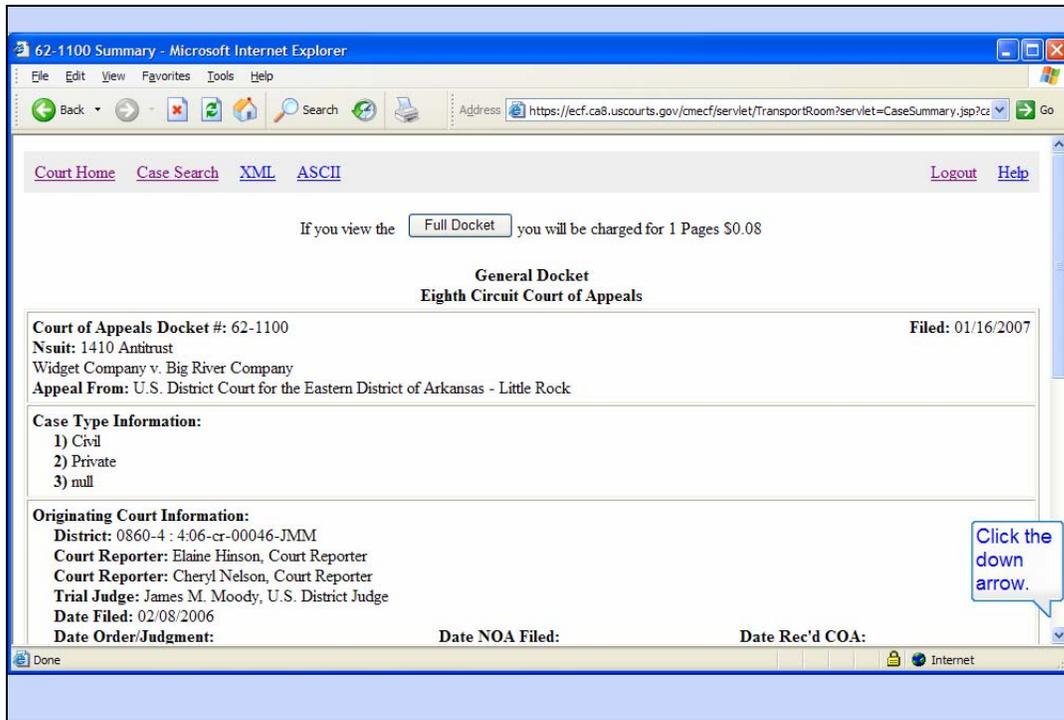
At the top of the Case Selection Table, the case number and title are shown. Multiple cases would be listed if you had searched for a range of case numbers, or perhaps for a party or attorney name.

Also shown for each case are the case opening date, the date the last docket entry was made, and the originating case number.

Notice at the bottom is the PACER Service Center Transaction Receipt showing your PACER cost. Also notice the client code you entered when you logged in is included in the receipt.

As the screen indicates, you can click on the case number to get a case summary, on the short title to get case query options, and on the originating case number to get a summary for the originating case.

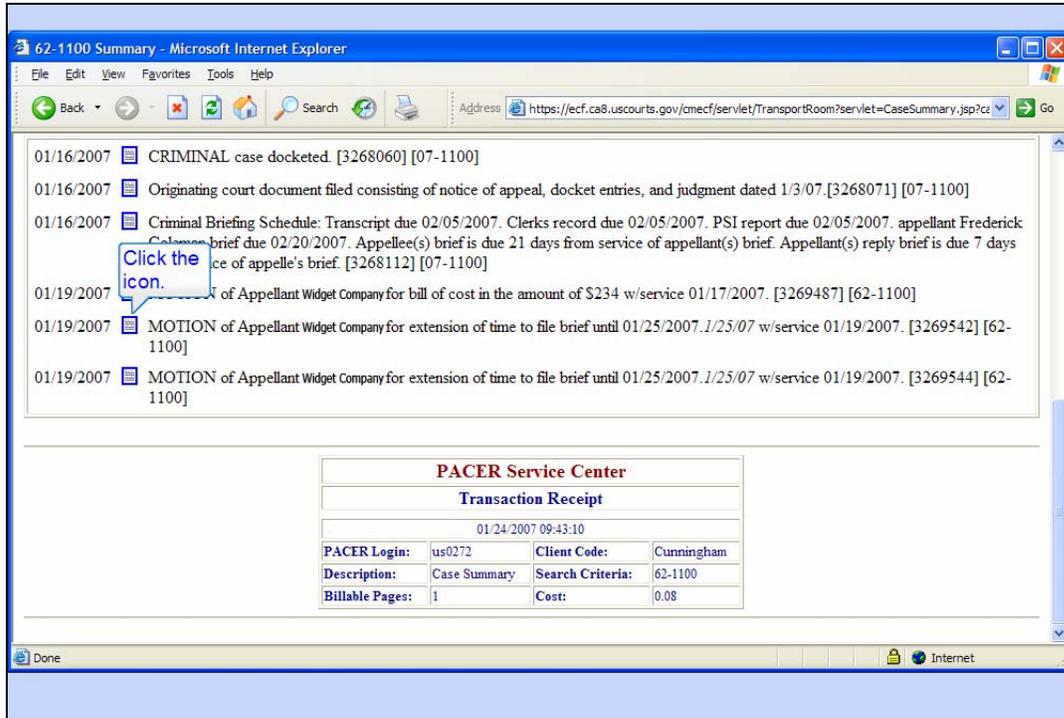
Click on case number 62-1100 to get a Case summary.



Case Summary

Slide notes: CM/ECF Shows you the general docket for the summary of this case. The general docket consists of basic information about the case, including originating case information, plus the last few docket entries, limited so that the summary is only one page long. Notice the button at the top that would allow you to view the full docket for this case. PACER fees are computed before you view it. We'll take a look at it later.

In order to see the rest of the general docket, click the down arrow on the scroll bar.



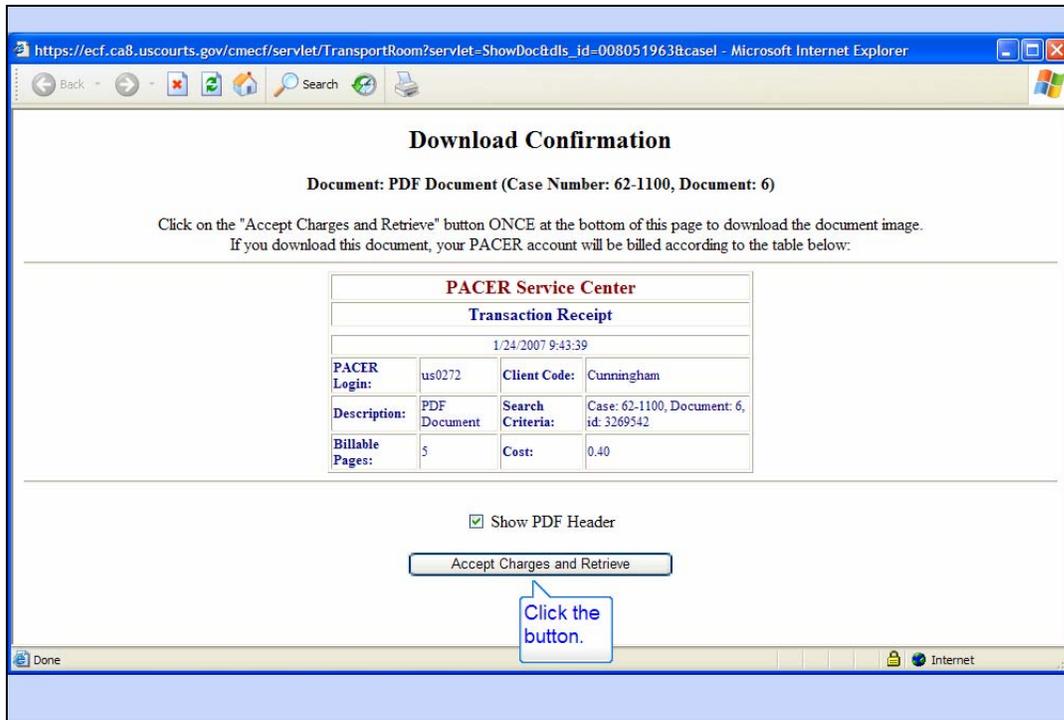
View Document

Slide notes: The rest of the docket is displayed. The PACER Service Center transaction receipt is at the bottom.

In this sample case, note that there are icons that look like documents next to each of the docket entries. While these will not appear for every docket entry, if they do appear, they indicate a document was filed with the court for that docket entry. To view the document, you would click on the icon.

By the way, for security reasons some documents may not be available for you. In those instances, the icon would appear as a lock rather than a document.

Click on the icon for the next to last docket entry.

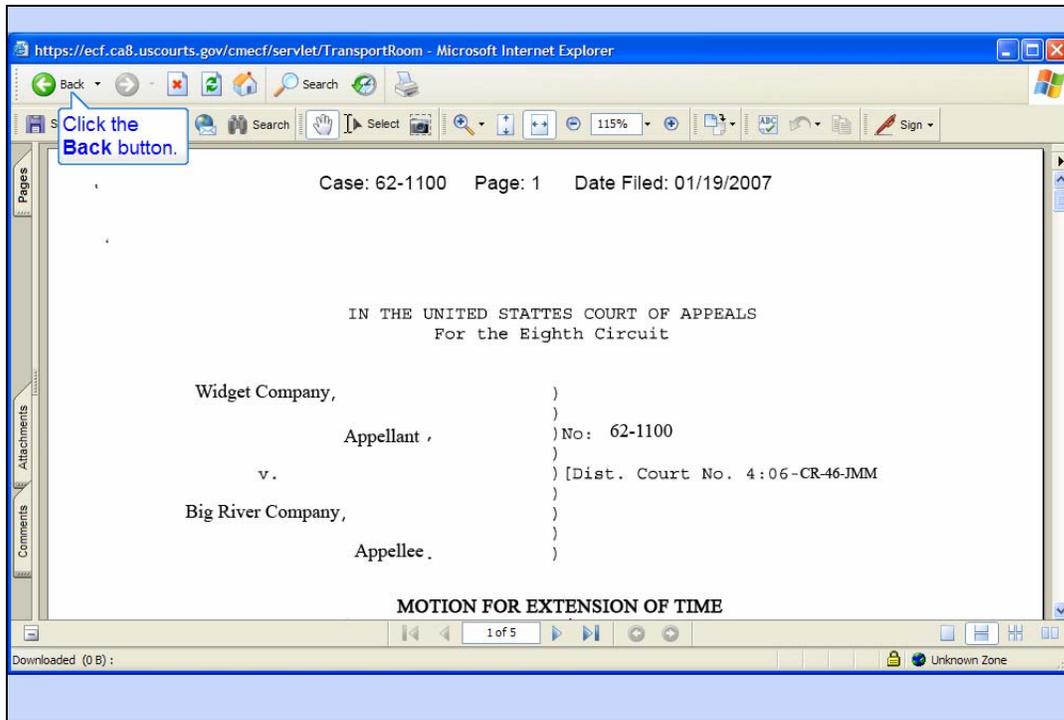


Slide 10

Slide notes: A Download Confirmation page will open. You should note the number of pages in the document, and what the cost will be to your PACER account.

Also notice the check box for Show PDF Header. If you leave this check box checked, the document you view will have a header at the top of each page. This header will include things like the case number, the page number, and the date filed. If you don't want that information at the top of each page, you would click the check box to uncheck it.

Click the button to accept the charges and retrieve the document.

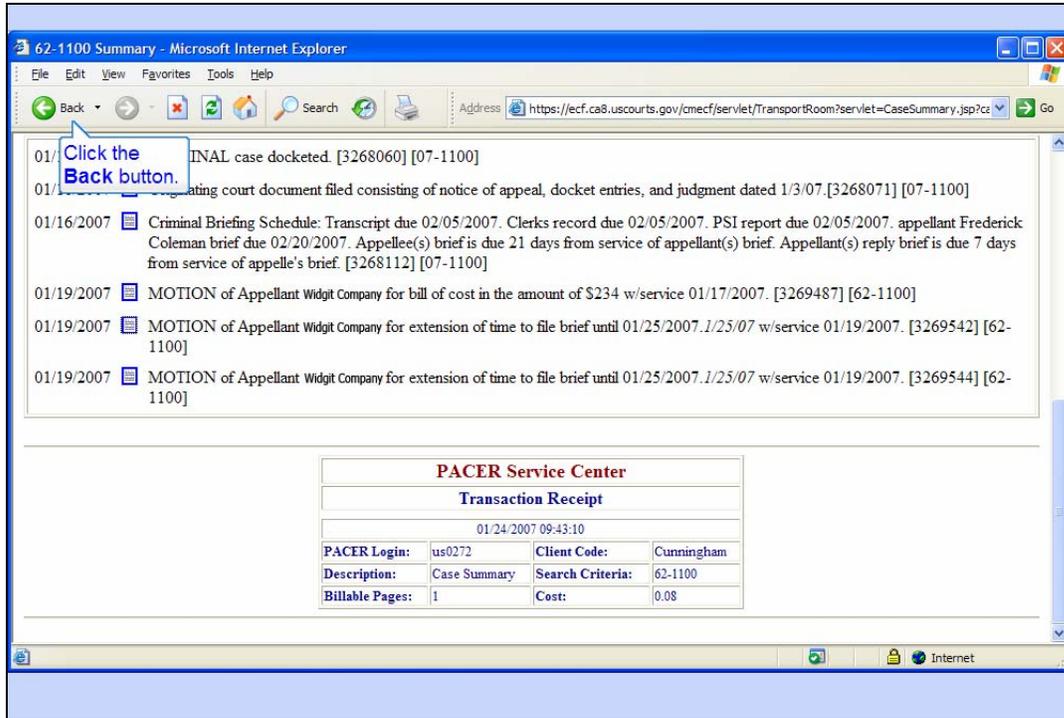


Slide 11

Slide notes: CM/ECF now shows you the PDF document. This document may appear either in a separate window, or in the same browser window. In this example, the document is in the same browser window.

Notice at the top are options to save or print a copy of this document.

In order to return to the docket sheet, click the Back button in the browser's tool bar.



Slide 12

Slide notes: And now you're back to the docket sheet. Click the Back button again to back up one more screen.

[Click the case number.](#)

Case No./Title	Opening Date	Last Docket Entry	Originating Case No.
<a href="#">62-1100</a> <a href="#">Widget Company v. Big River Company</a>	01/16/2007	01/19/2007 16:07:07	<a href="#">4:06-cr-00046-JMM</a>

**Note:**

- \* Click on Case No. to get Case Summary
- \* Click on Short Title to get Case Query
- \* Click on Originating Case No. to get Case Summary for Originating Case

**PACER Service Center**

**Transaction Receipt**

01/24/2007 09:42:52

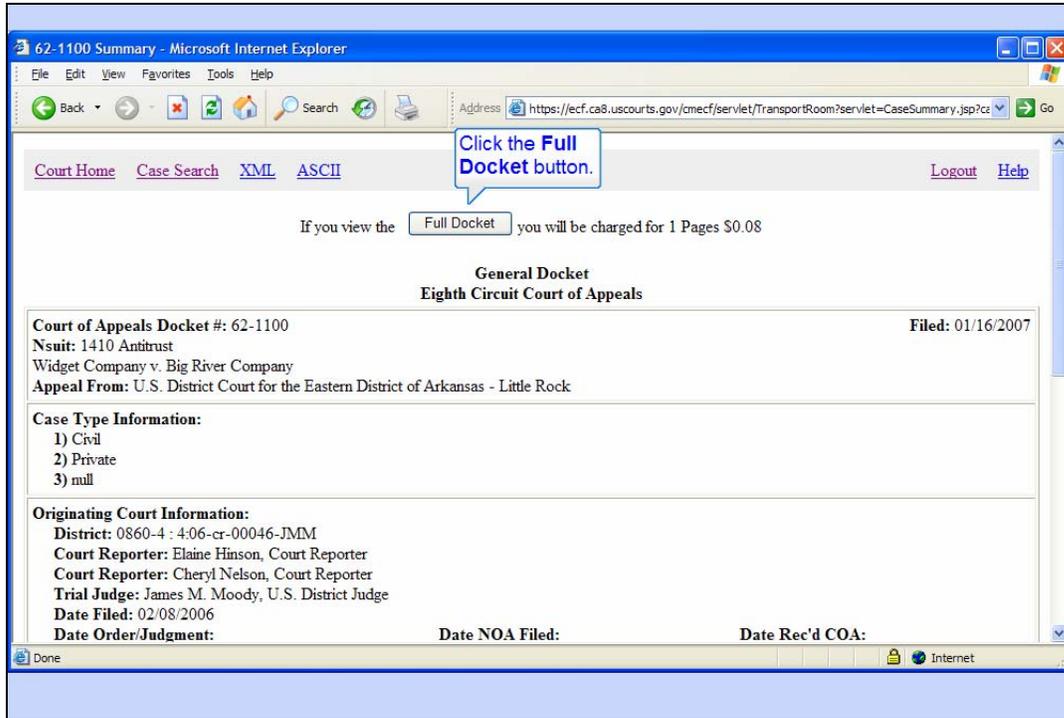
PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Selection Table	Search Criteria:	Case: 62-1100
Billable Pages:	1	Cost:	0.08

https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?portlet=CaseSummary.jsp?caseNum=62-1100&incOrigDkt=Y&incDktEntries=Y

Slide 13

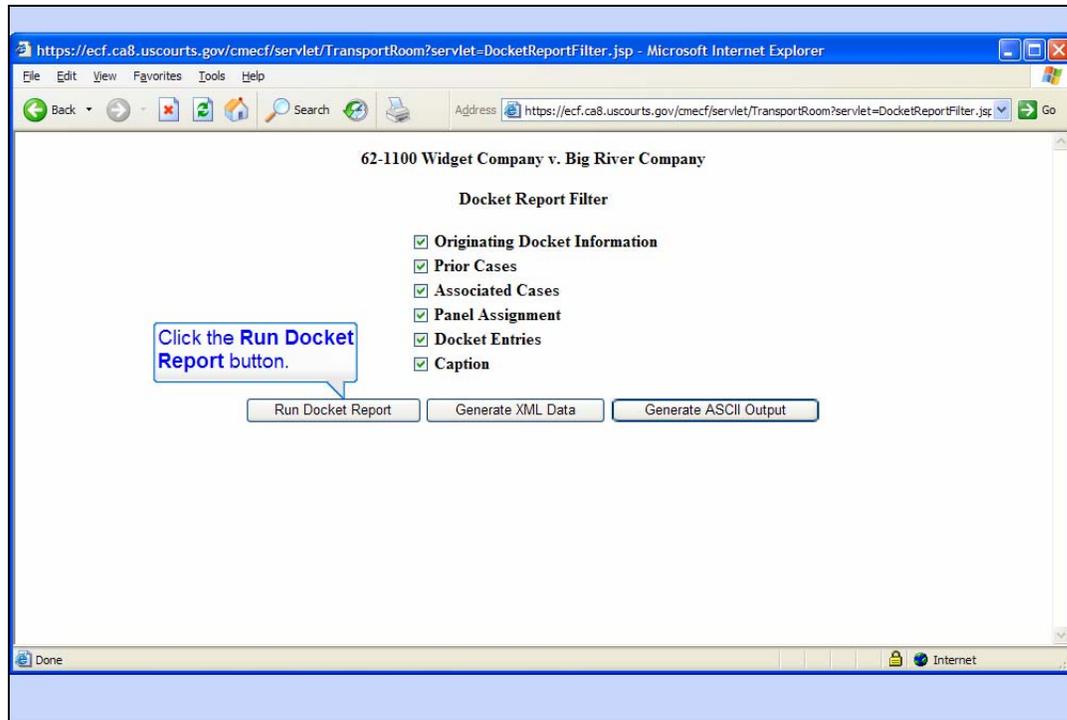
Slide notes: And now you're back to the Case Selection Table.

Now we'll take a look at the Full Docket report. Click the hyperlink for the case number again.



Full Docket

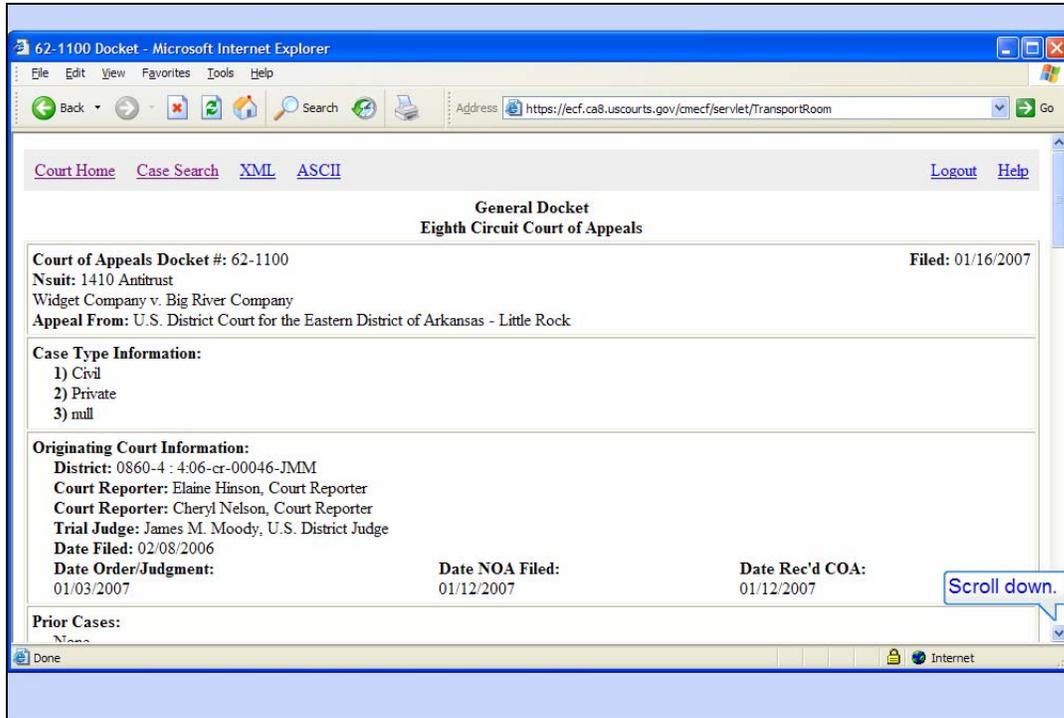
Slide notes: At the top of the case summary is a button for viewing the full docket report. Click the button for Full Docket.



Slide 15

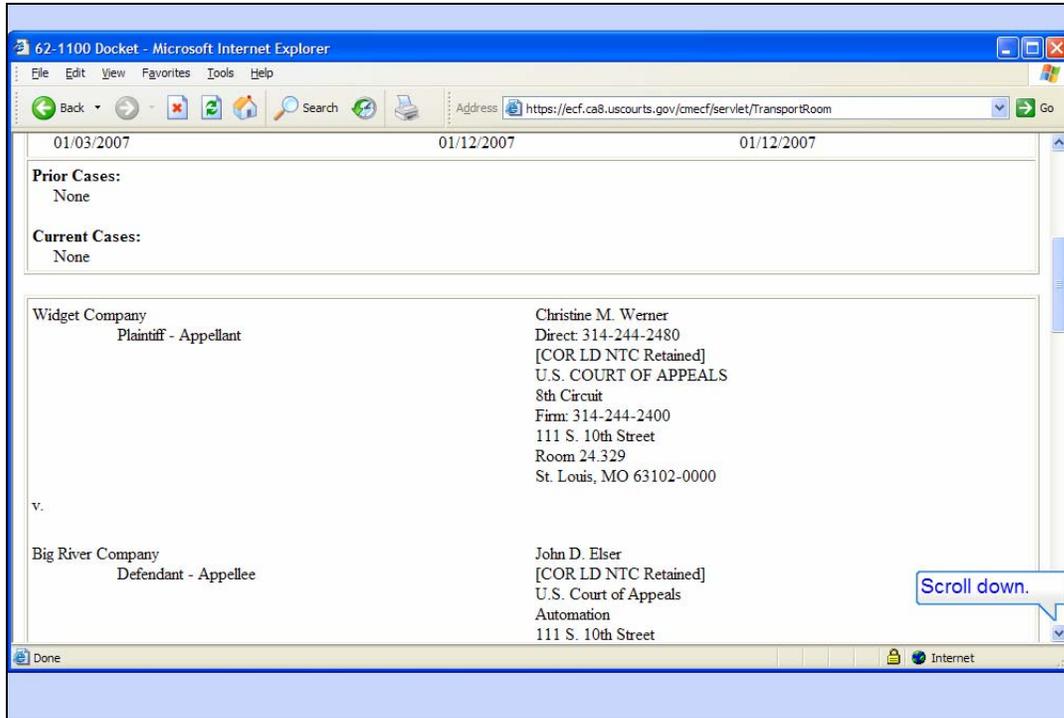
Slide notes: The Docket Report Filter page allows you to select what parts of the docket report you want to include. You would check the items you want to include and un-check the items you don't want.

We'll leave all items selected. Click the Run Docket Report button.



Slide 16

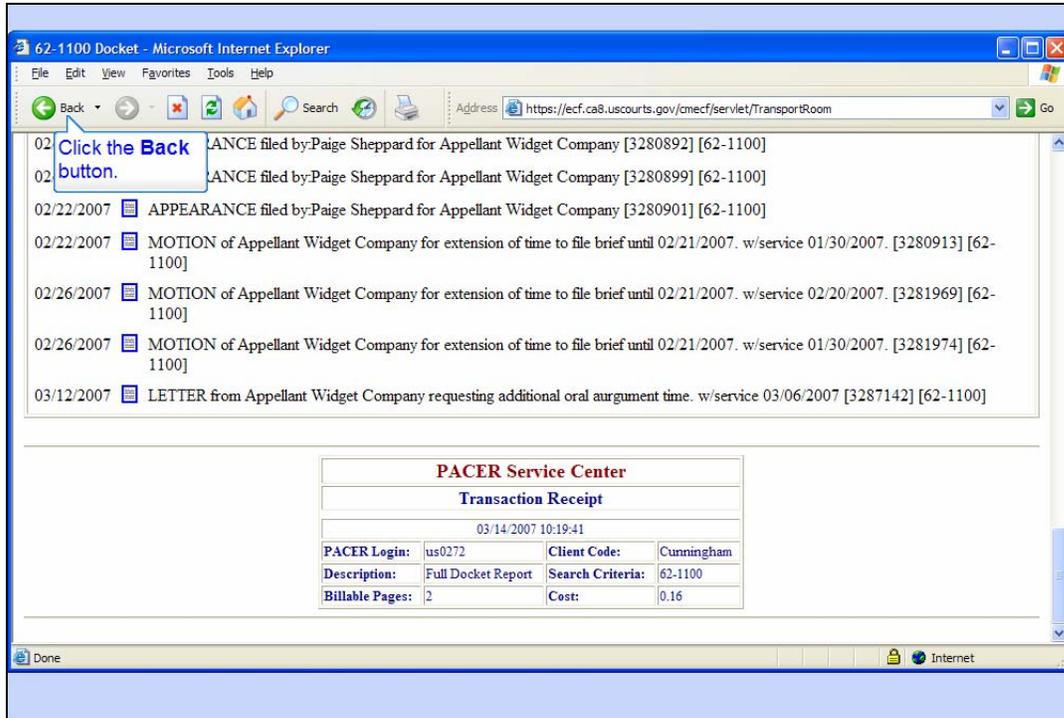
Slide notes: CM/ECF produces a full docket report for the selected case with the options you checked. Scroll down the page.



Slide 17

Slide notes: Information about Prior and Associated cases is included. Also included is the complete case caption.

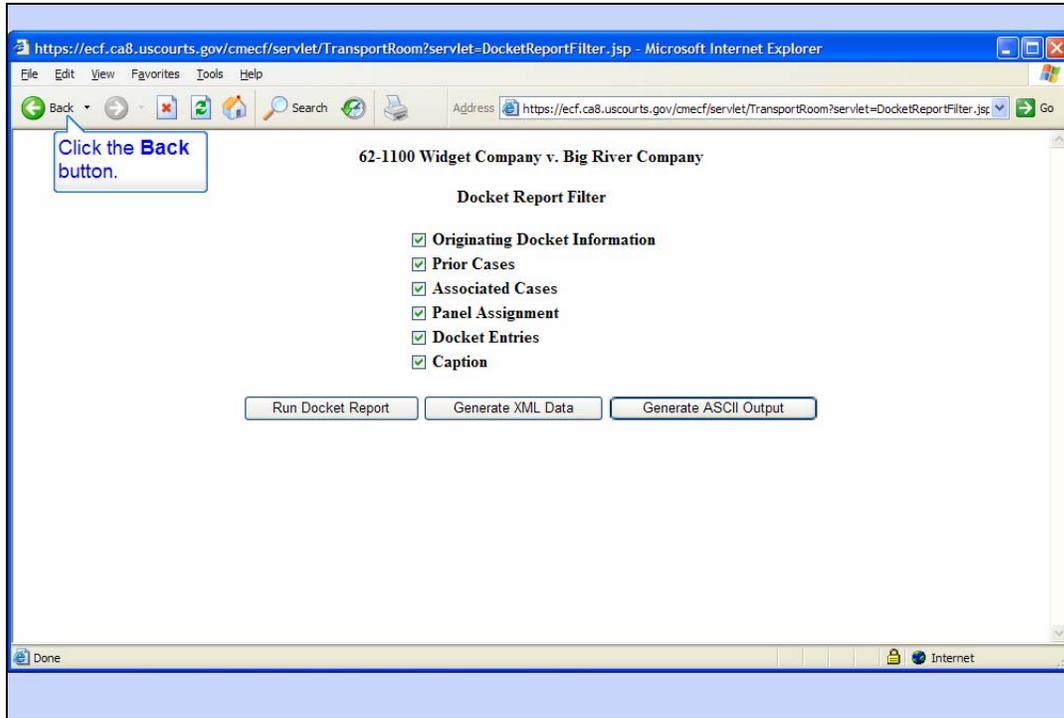
Scroll down some more.



Slide 18

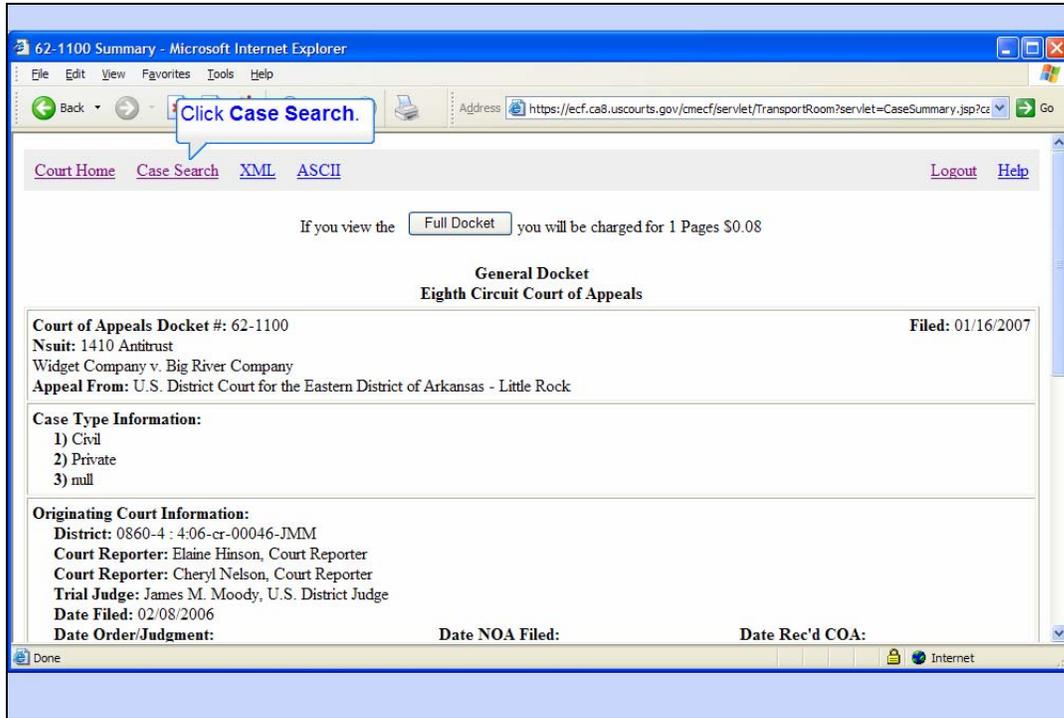
Slide notes: All docket entries for the case are included in the full docket report.

Click the browser's back button to return to the Case Search Page.



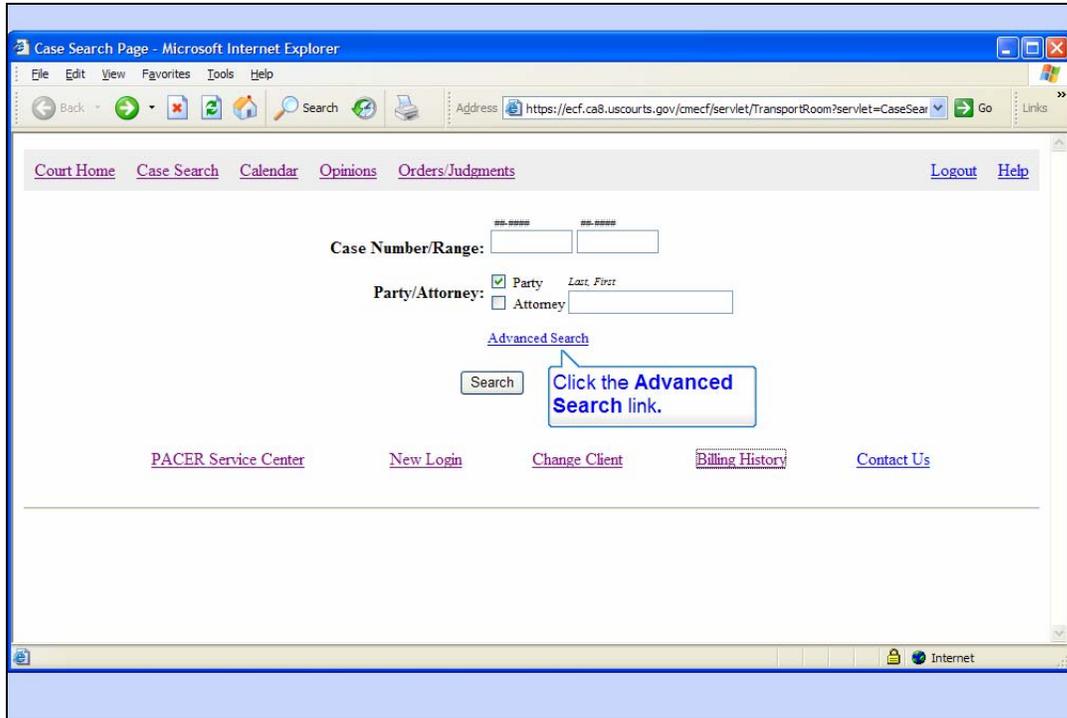
Slide 19

Slide notes: Click Back one more time.



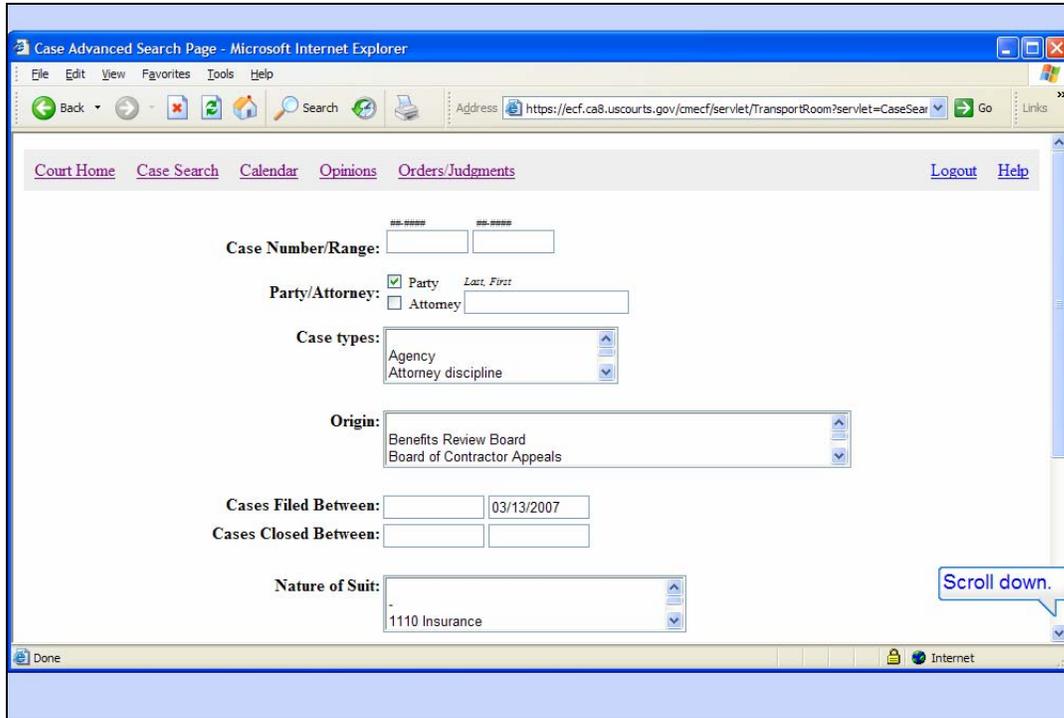
Slide 20

Slide notes: Now click the hyperlink for Case Search.



Advanced Search

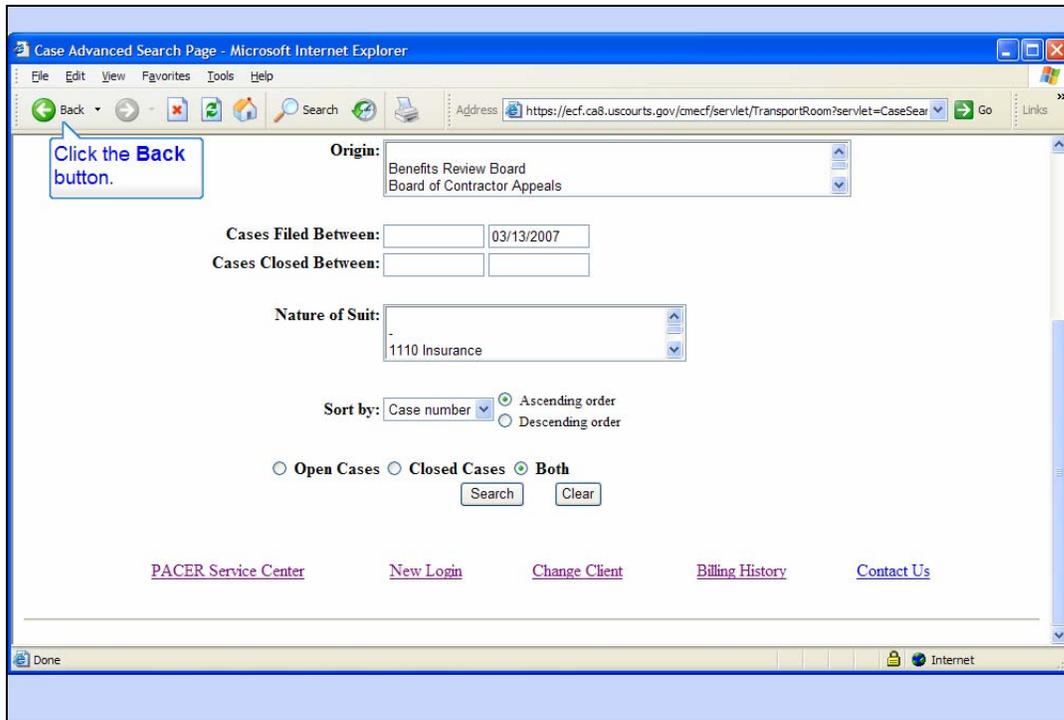
Slide notes: Now let's explore the Advanced Search features. Click on Advanced Search.



Slide 22

Slide notes: The advanced search options allow you to locate a case using additional search criteria. For example, you can search for cases by case types, origin, filed dates in a date range, closed dates in a date range, and by nature of suit.

Scroll down.

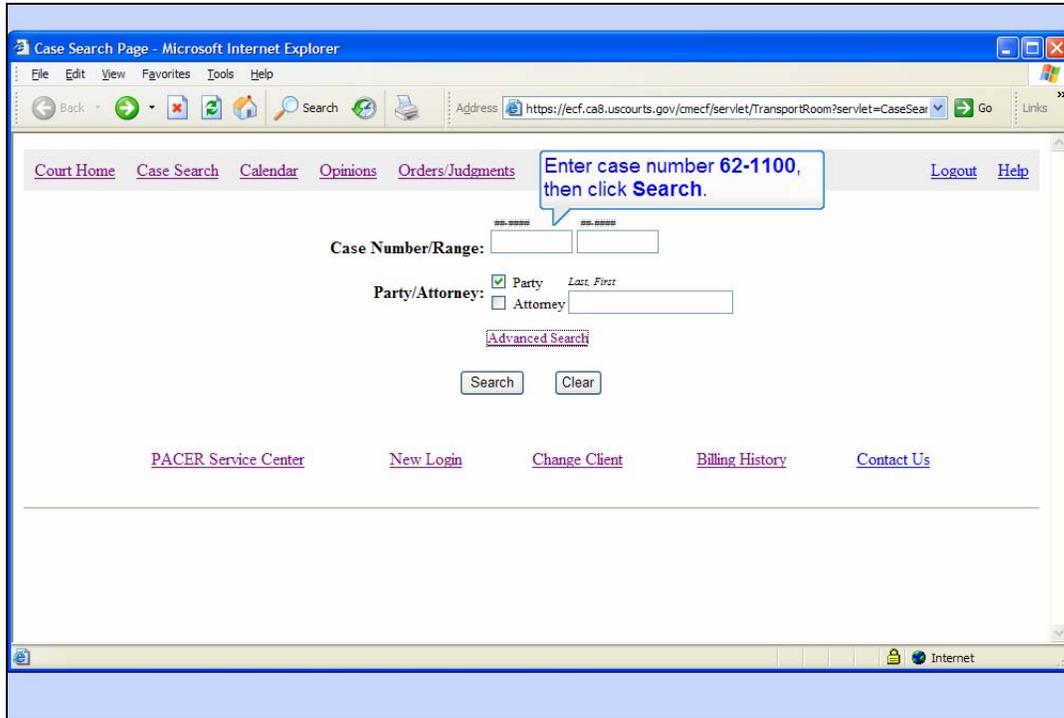


Slide 23

Slide notes: The other advanced options include the ability to sort the cases selected by either case number or filed date in either ascending or descending order. You can further specify whether you want open cases only, closed cases only, or both.

We'll not perform another search in this lesson.

Click the Back button.



Slide 24

Slide notes: Now we'll take a look at the Case Query features. Enter case number 62-1100 and click Search again.

Cases Selection Table - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom> Go

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

**Case Selection Page**

Case No./Title	Filing Date	Last Docket Entry	Originating Case No.
<a href="#">62-1100</a> <a href="#">Widget Company v. Big River Company</a>	01/16/2007	03/12/2007 09:19:00	<a href="#">4:06-cr-00046-JMM</a>

**Note:**

- \* Click on Case No. to get Case Summary
- \* Click on Short Title to get Case Query
- \* Click on Originating Case No. to get Case Summary for Originating Case

**PACER Service Center**

**Transaction Receipt**

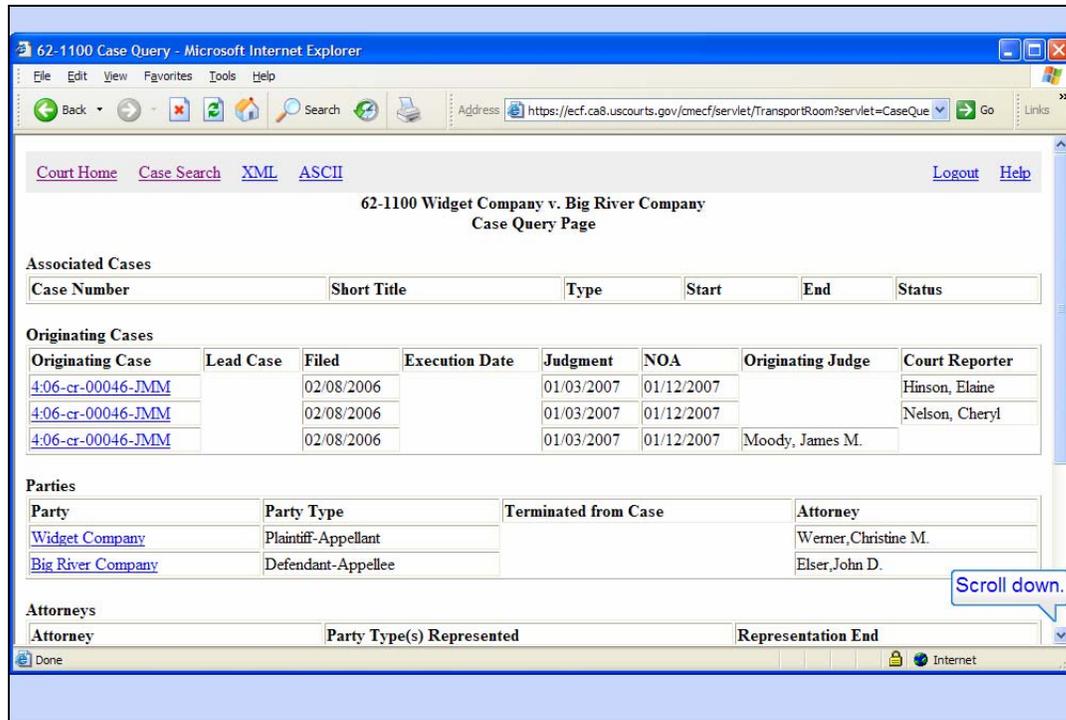
03/13/2007 07:47:32

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Selection Table	Search Criteria:	Case: 62-1100
Billable Pages:	1	Cost:	0.08

<https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom?portlet=CaseSummary.jsp?caseNum=62-1100&incOrigDkt=Y&incDktEntries=Y> Internet

Case Query

Slide notes: Remember you can click the Short Title for the case to get a Case Query. Click the hyperlink for the Short Title.



Slide 26

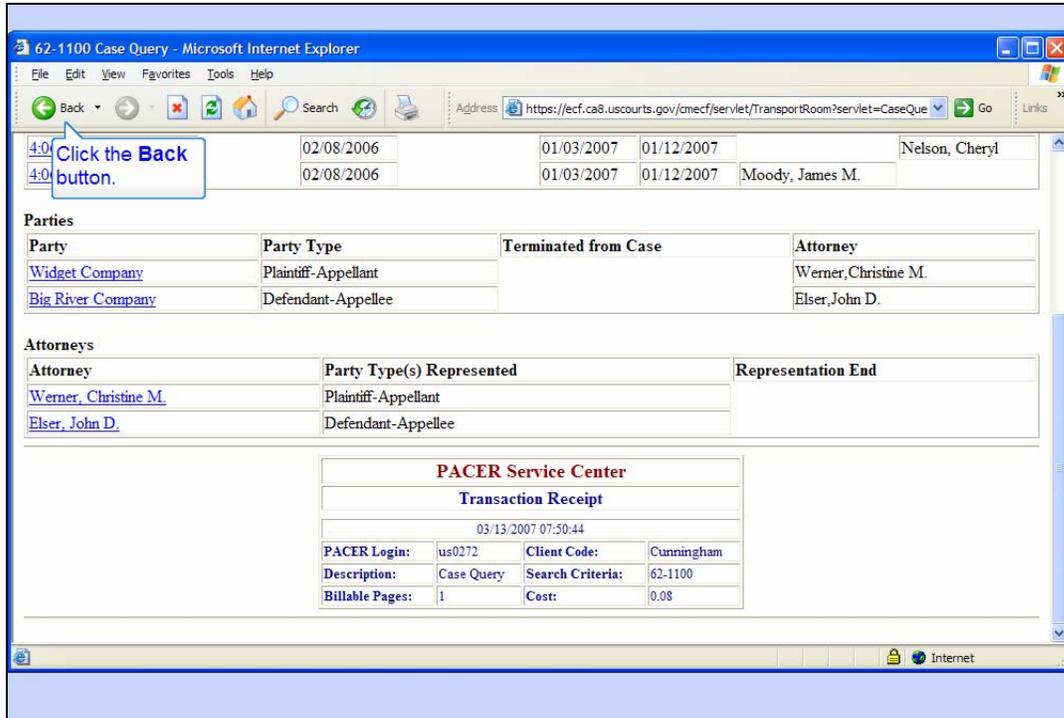
Slide notes: The case query page shows various pieces of information about your selected case. At the top of the page is information about any associated cases. This case has none.

Next is information about the originating cases. For our case it displays information about the court reporters and the judge in the originating case, plus the date it was filed, the date the Judgment was entered, and the date the notice of appeal was filed.

The parties are also listed, along with their party types and their attorneys. If the party were terminated, the date of termination would also appear.

There are hyperlinks for the originating case and for the parties. If you clicked the hyperlink for the originating case, you would be allowed to query that case. If you clicked the hyperlink for one of the parties, you would be able to obtain a case summary or case query for each of the cases to which they were a party.

Scroll down the page.



Slide 27

Slide notes: The attorneys are listed near the bottom of the page. If you click an attorney's name, you would get a case selection table that would allow you to obtain a case summary or case query for each of the cases to which that attorney is linked.

Click the browser's Back button.

Cases Selection Table - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom

[Court Home](#) [Case Search](#) [XML](#) [ASCII](#) [Logout](#) [Help](#)

Case No./Title	Opening Date	Last Docket Entry	Originating Case No.
<a href="#">62-1100</a> <a href="#">Widget Company v. Big River Company</a>	01/16/2007	03/12/2007 09:19:00	<a href="#">4:06-cr-00046-JMM</a>

Note:

- \* Click on Case No. to get Case Summary
- \* Click on Short Title to get Case Query
- \* Click on Originating Case No. to get Case Summary for Originating Case

**PACER Service Center**

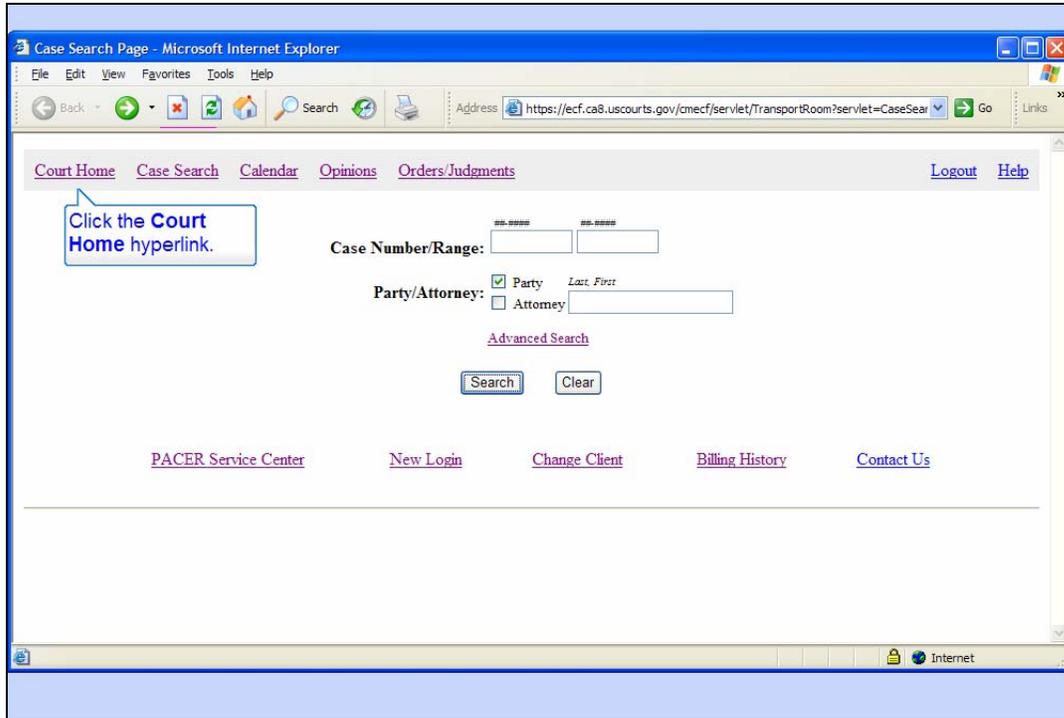
**Transaction Receipt**

03/13/2007 07:47:32

PACER Login:	us0272	Client Code:	Cunningham
Description:	Case Selection Table	Search Criteria:	Case: 62-1100
Billable Pages:	1	Cost:	0.08

Slide 28

Slide notes: Click the Case Search hyperlink.

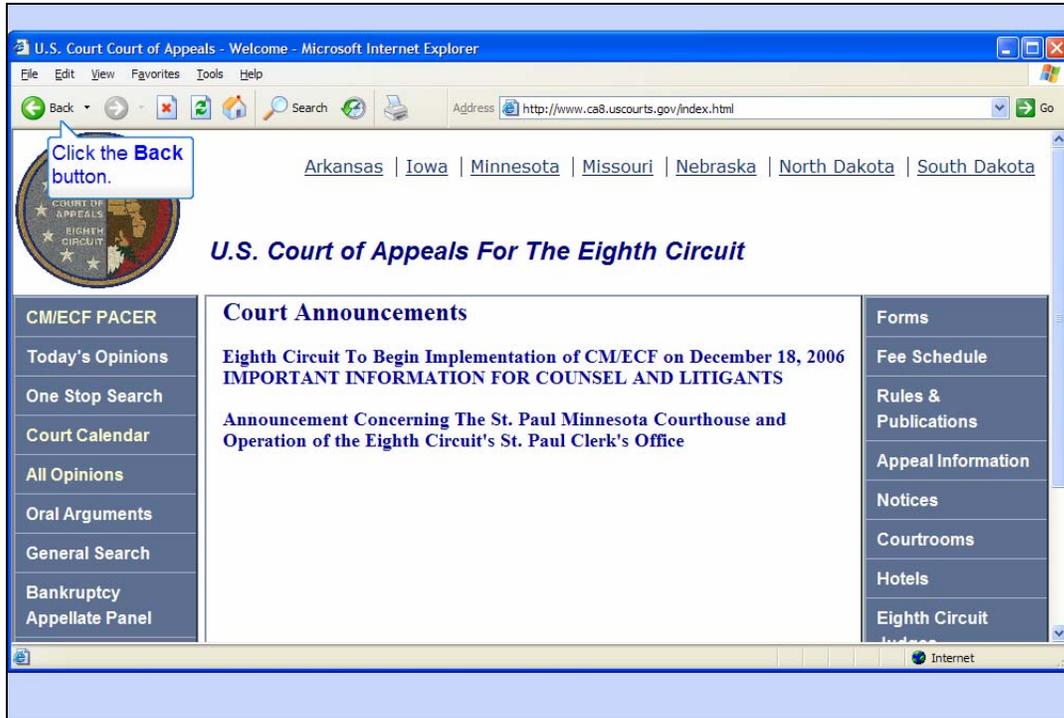


PACER Related Functions

Slide notes: And we're back to the Case Search Page.

The Case Search Page is also the primary page for all PACER related functions. The page has several hyperlinks. We'll explore several of them in this lesson.

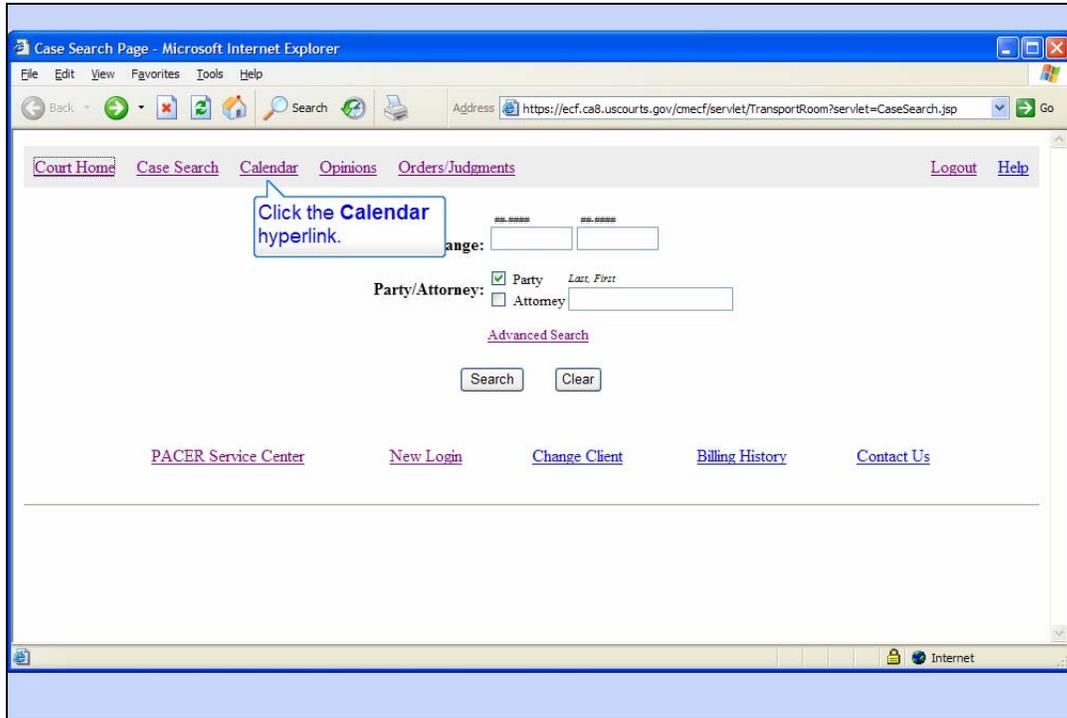
To begin, click the hyperlink for Court Home.



Court Home

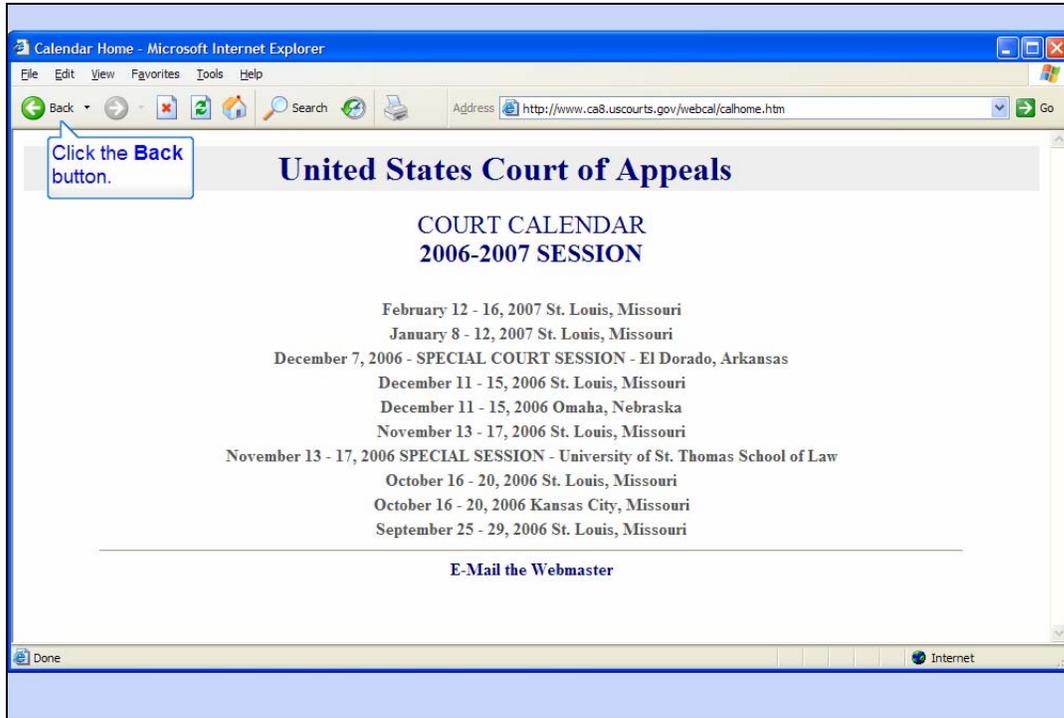
Slide notes: Your browser displays the home page for the U.S. Court of Appeals for the Eighth Circuit.

To return to the Case Search Page, click the browser's Back button.



Slide 31

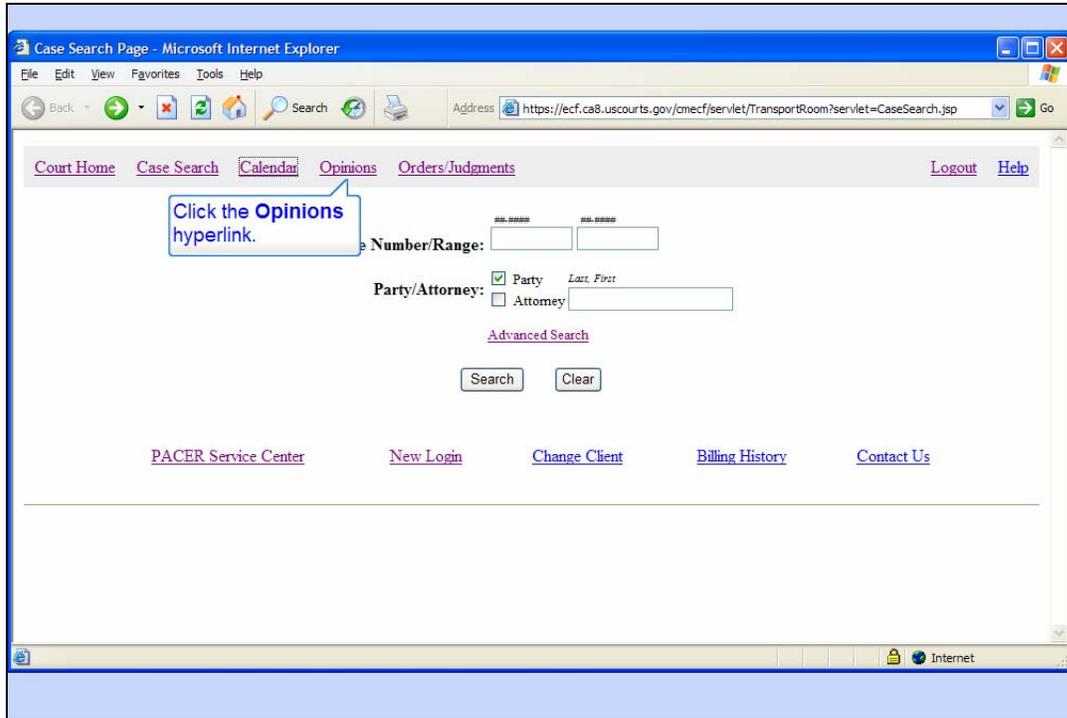
Slide notes: Next, click the Calendar hyperlink.



Court Calendar

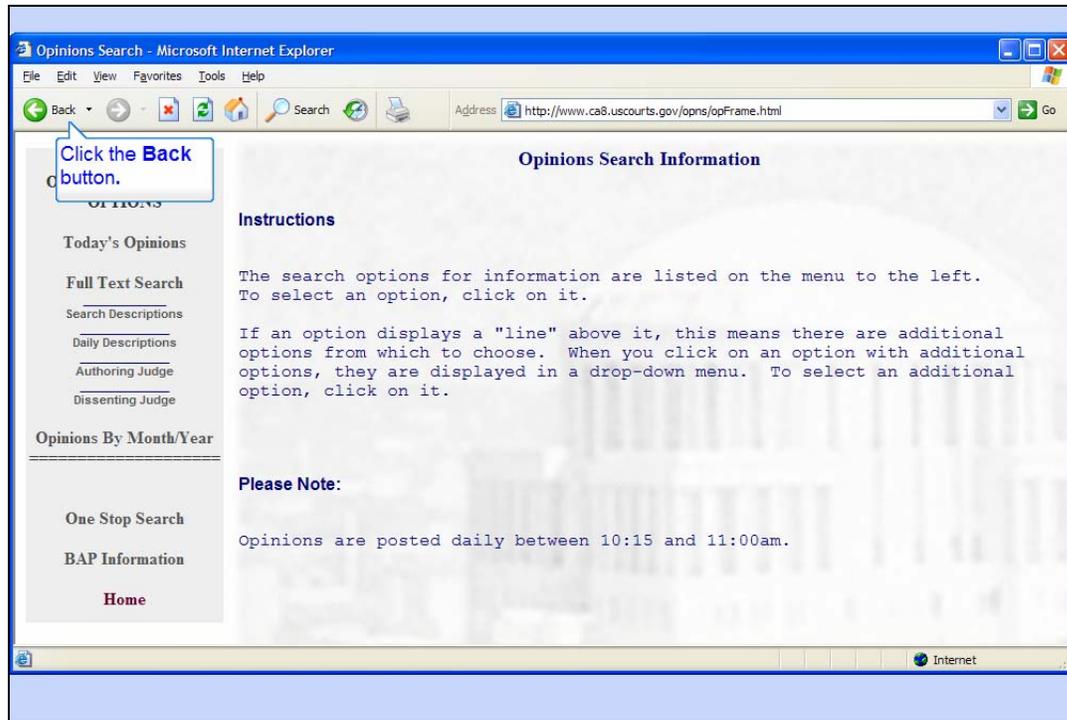
Slide notes: Your browser now shows you the court calendar for the Eighth Circuit.

Click the Back button to return to the Case Search Page.



Slide 33

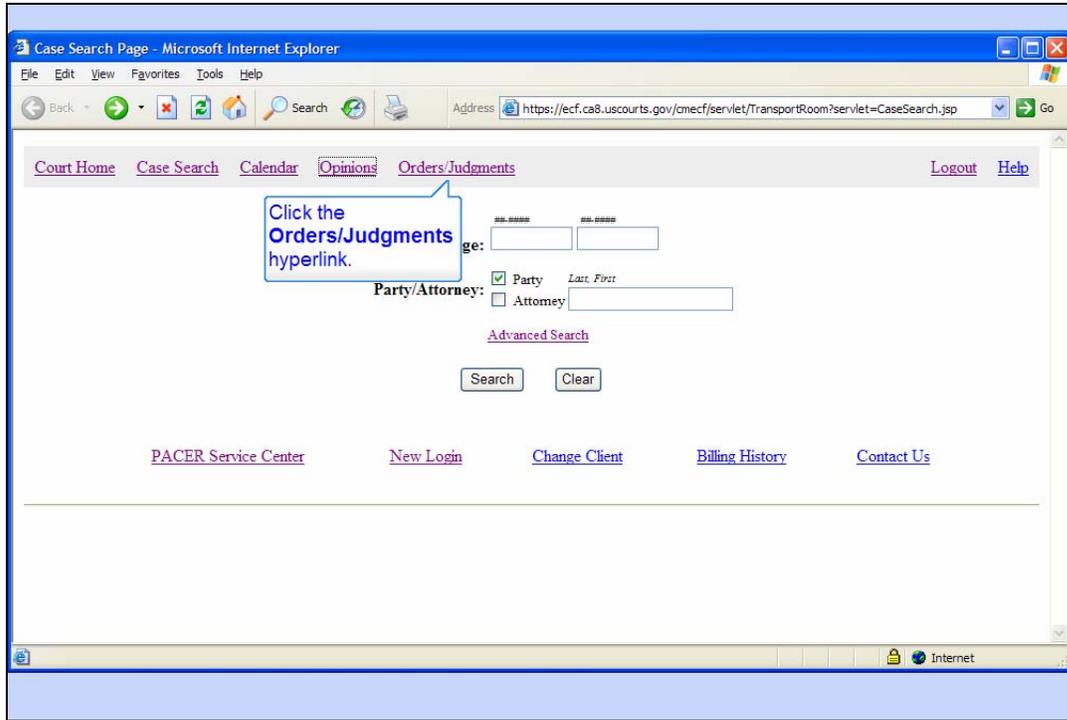
Slide notes: The Case Search Page also has a hyperlink for Opinions. Click that hyperlink.



## Opinions

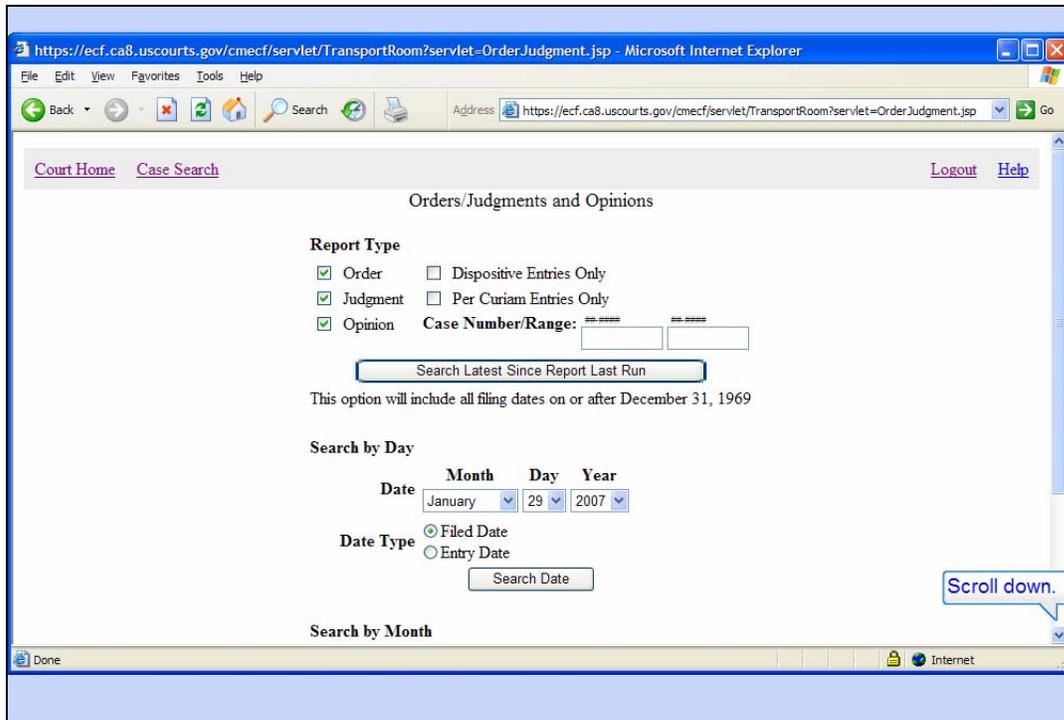
Slide notes: You're taken to the Eighth Circuit's Opinions Search page. You can use this page to search for opinions that have been posted on their web site.

Click the Back button to return to the Case Search Page.



Slide 35

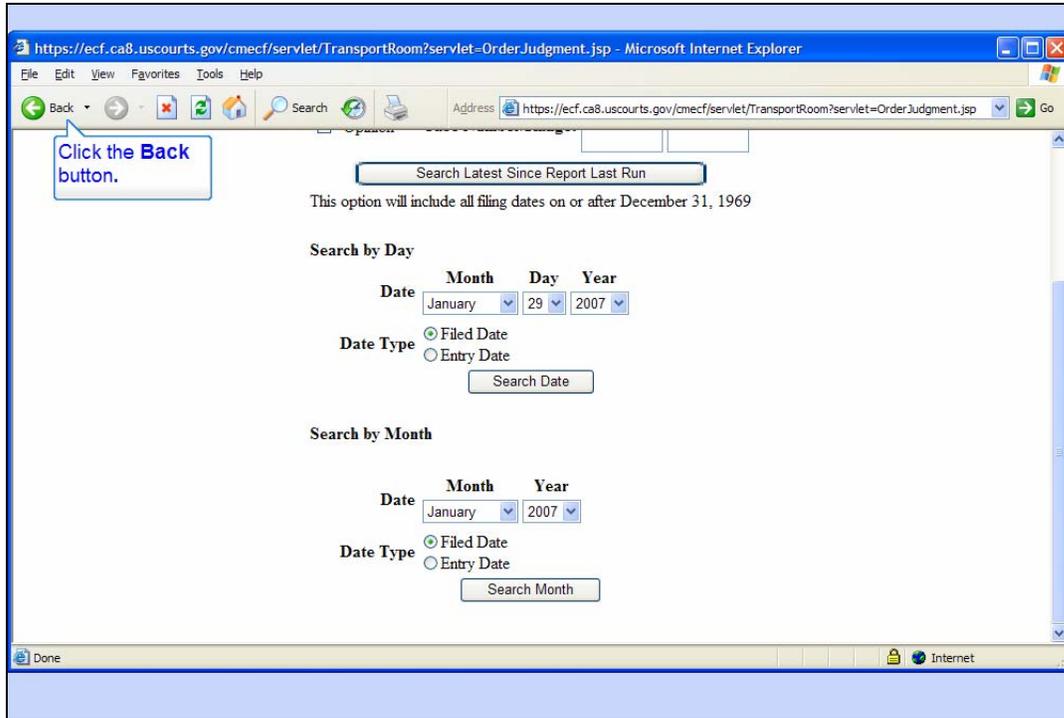
Slide notes: Now try the Orders/Judgments hyperlink.



Orders/Judgments

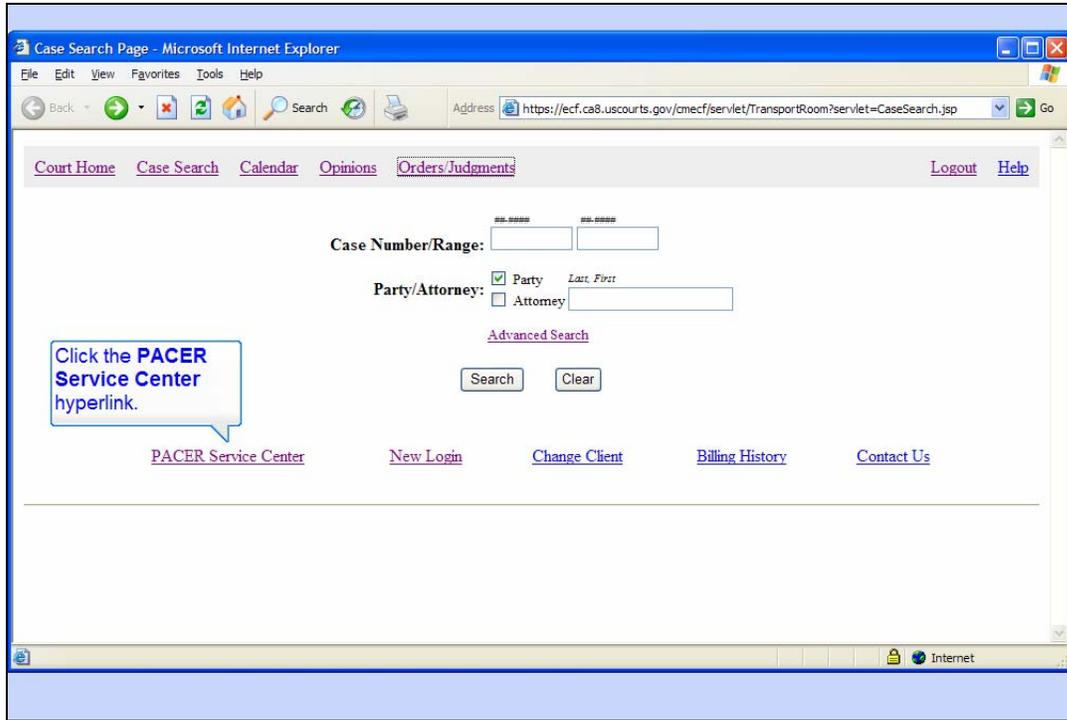
Slide notes: The Orders/Judgments and Opinions page allows you to search for these things using various search criteria.

Scroll down to see the other search criteria options.



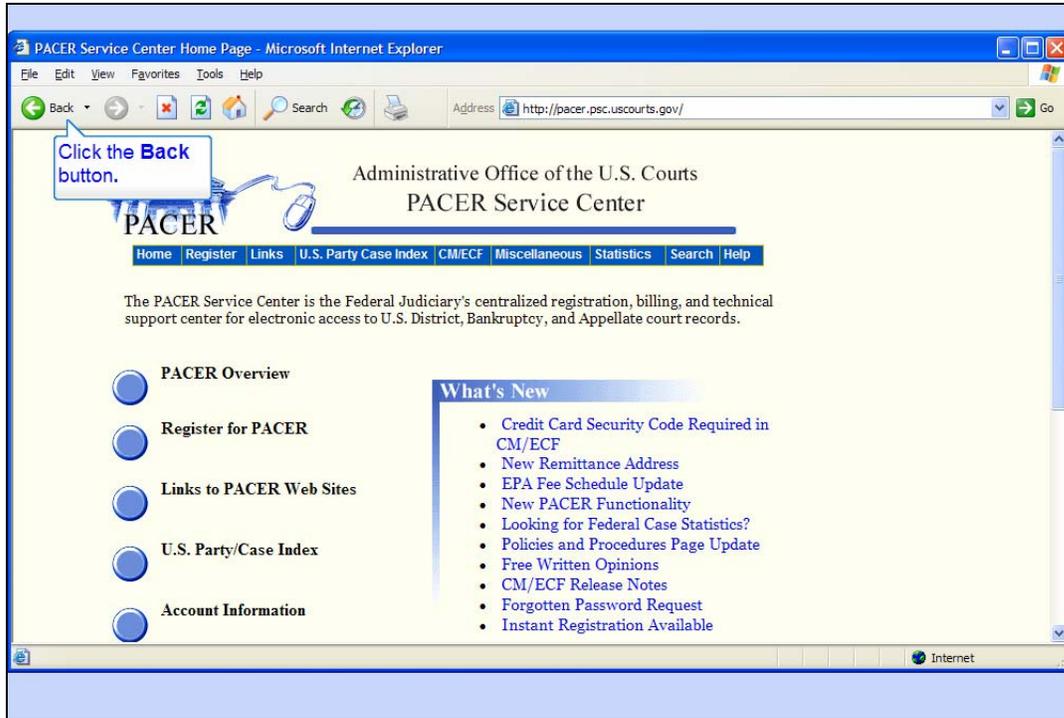
Slide 37

Slide notes: Click the Back button to return to the Case Search Page.



Slide 38

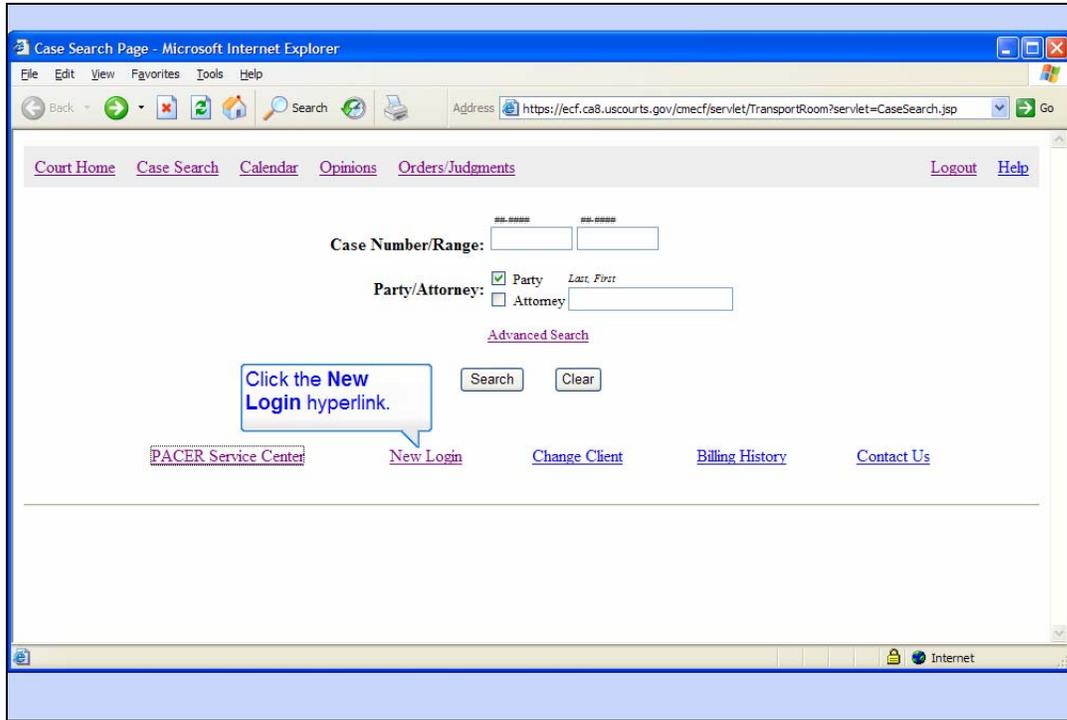
Slide notes: Now click the PACER Service Center hyperlink.



PACER Service Center

Slide notes: You're now looking at the PACER Service Center's home page.

To return to the Case Search Page, click the Back button.



Slide 40  
Slide notes: The New Login hyperlink will take you to the PACER Service Center web site and allow you to login with a different PACER login. Click that link.

PACER - Welcome to PACER - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Stop Go

Address [https://pacer.login.uscourts.gov/cgi-bin/login.pl?court\\_id=e\\_08ca&appurl=https://ecf.ca8](https://pacer.login.uscourts.gov/cgi-bin/login.pl?court_id=e_08ca&appurl=https://ecf.ca8) Go

## Login Form

Click the Back button.

- What is PACER?  
Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index.  
A PACER login and password allows access to Federal case and docket information in all approved Federal Judiciary electronic public access programs including PACER, RACER, CM/ECF, and the U.S. Party/Case Index.
- Need More Information? Try these links...  
[PACER Frequently Asked Questions](#)  
[CM/ECF Frequently Asked Questions](#)
- Need an account id and password?  
[Register Now](#)
- Forgot your password?  
[Request Forgotten Password](#)  
Remember logins and passwords are case sensitive.

### Welcome to PACER

PACER Login:

PACER Password:

Client Code :

Your browser must be set to accept cookies in order to login to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

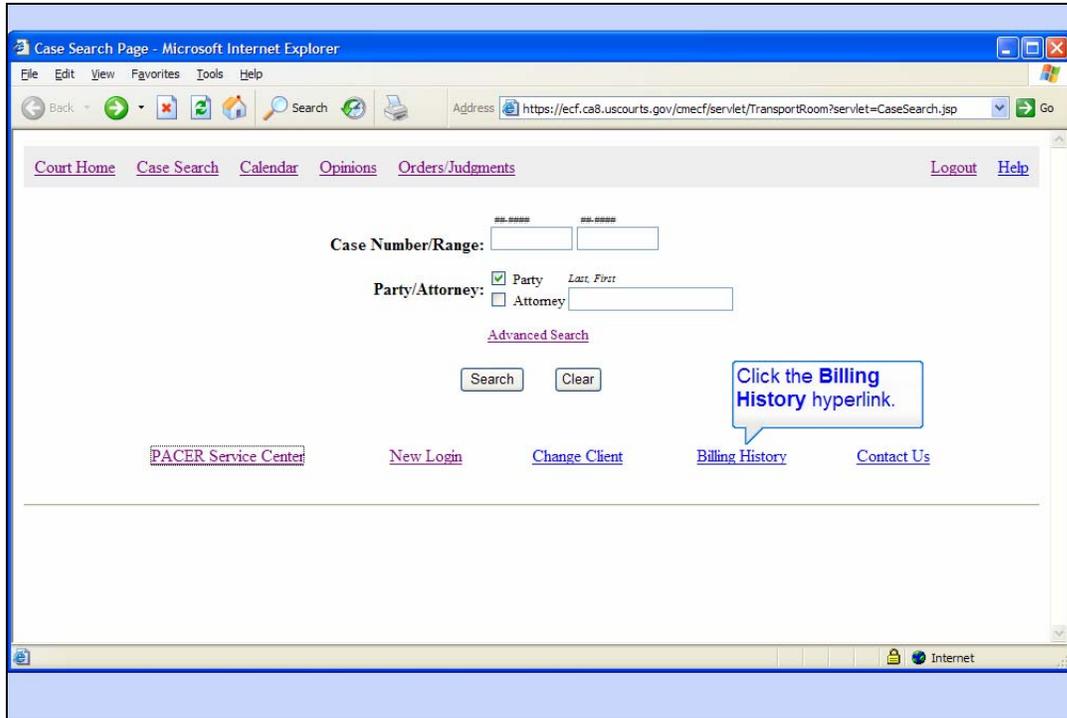
**Notice:** There is a fee increase from \$0.07 to \$0.08 per page beginning on Jan. 1, 2005. For more information, [click here](#).

Done Internet

New Login

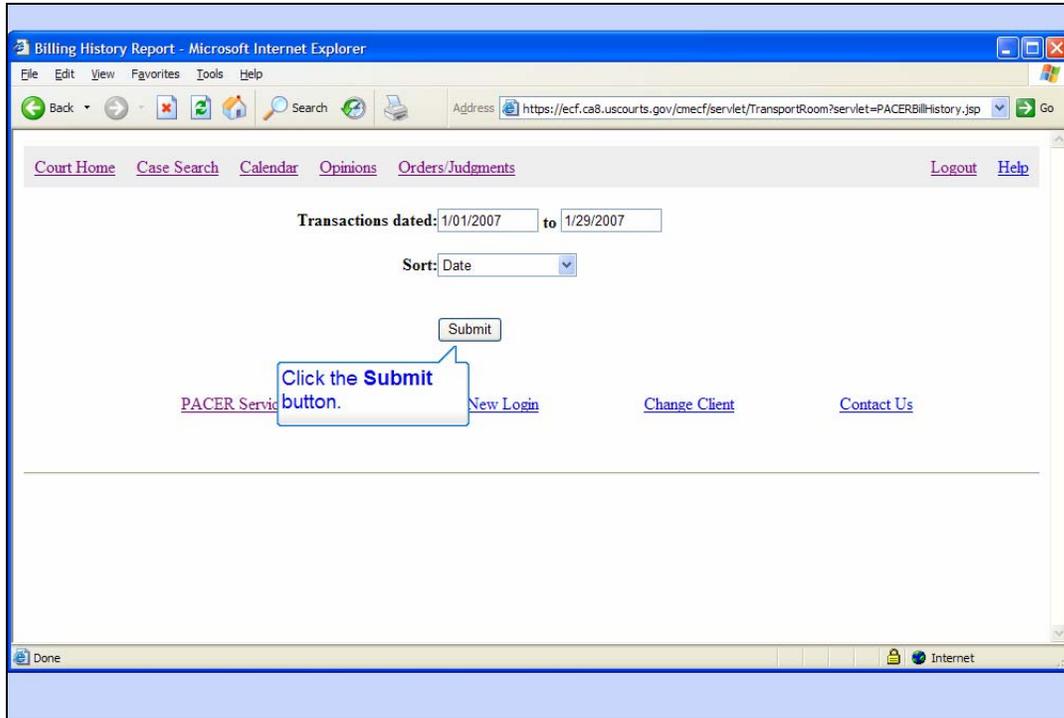
Slide notes: On the PACER login form, you would enter the desired PACER Login and Password, and optionally enter a client code.

Click the Back button to return to the Case Search Page.



Slide 42

Slide notes: To see your current PACER billing history, click the Billing History hyperlink.



Billing History

Slide notes: You can limit the billing history by entering a date range for transactions. The default date range is the current month, but you can enter different dates if desired.

You can also sort the history by either date or client code and date.

Click the Submit button to see all transactions in January sorted by date.

**Billing History Report - Microsoft Internet Explorer**

Address: <https://ecf.ca8.uscourts.gov/cmecf/servlet/TransportRoom>

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Logout](#) [Help](#)

**PACER User:** us0272  
**Court:** 08 Eighth Circuit Court of Appeals

Date	Time	Pages	Client Code	Description	Search Criteria
01/03/2007	15:17:34	1		Case Selection Table	Case: 06-1001
	15:17:35	1		Case Selection Table	Case: 06-1488
	15:17:37	1		Case Query	06-1001
	15:17:42	1		Case Summary	06-1488
	15:18:10	1		Case Selection Table	Case: 06-1001
	15:18:24	1		Case Selection Table	Case: 06-1001
	15:18:43	1		Order Selection Table	Search on filed date since 1969/12/31 for all, codes: p, j, o, case 06-1001
	15:19:06	1		Case Selection Table	Case: 06-1001
	15:19:07	1		Case Selection Table	Case: 06-1001
	15:19:12	1		Case Summary	06-1001
	15:19:16	1		Case Summary	06-1001
	15:19:18	1		Case Query	06-1001

Scroll down.

Slide 44

Slide notes: The report shows all PACER transactions for the entered date range, the number of pages for each transaction, and the costs.

Scroll down to the bottom of the report.

Click the Back button.

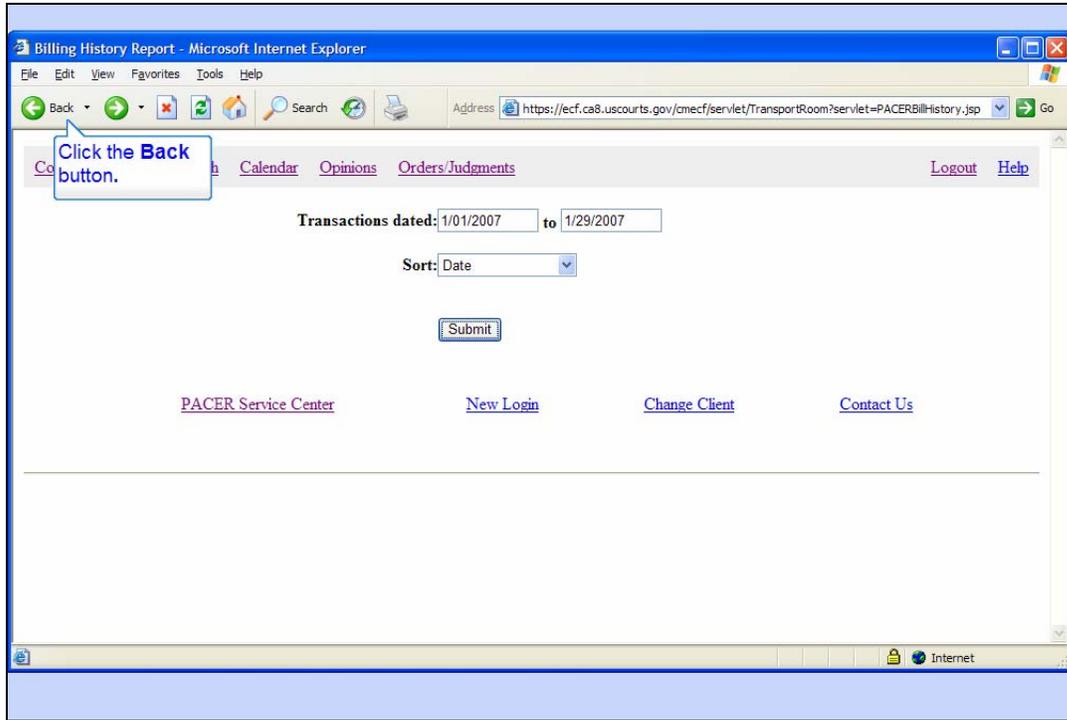
01/29/2007	10:53:58	1	Cunningham	Case Selection Table	Case: 62-1100
	10:54:05	1	Cunningham	Case Summary	62-1100
	10:54:18	1	Cunningham	Full Docket Report	62-1100
	10:58:27	1	Cunningham	Case Selection Table	Case: 62-1100
	10:59:07	1	Cunningham	Case Query	62-1100
	11:00:01	1	Cunningham	Case Selection Table	Name: Widget Company (pty pty)
	11:00:08	1	Cunningham	Case Selection Table	Name: Big River Company (pty pty)
<b>SUB TOTAL:</b>		7	pages		
		\$	0.56	charges	
<b>TOTAL:</b>		5247	pages		
		\$	419.76	charges	

[PACER Service Center](#)     
 [New Login](#)     
 [Change Client](#)     
 [Contact Us](#)

Slide 45

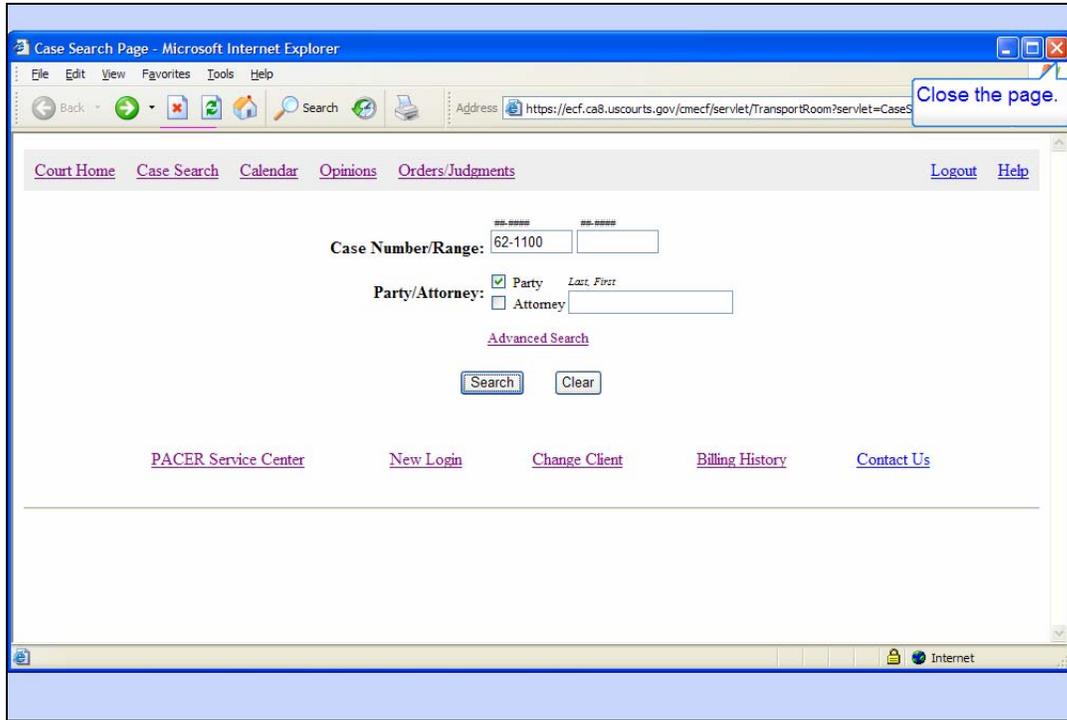
Slide notes: The total for the displayed time period is shown at the bottom of the report.

Click the Back button.



Slide 46

Slide notes: And click Back one more time to return to the Case Search page.



Slide 47

Slide notes: Close the Case Search Page.



[Back to Startup Page](#)

Slide notes: And that was a quick tour of the Reports menu and the PACER options.



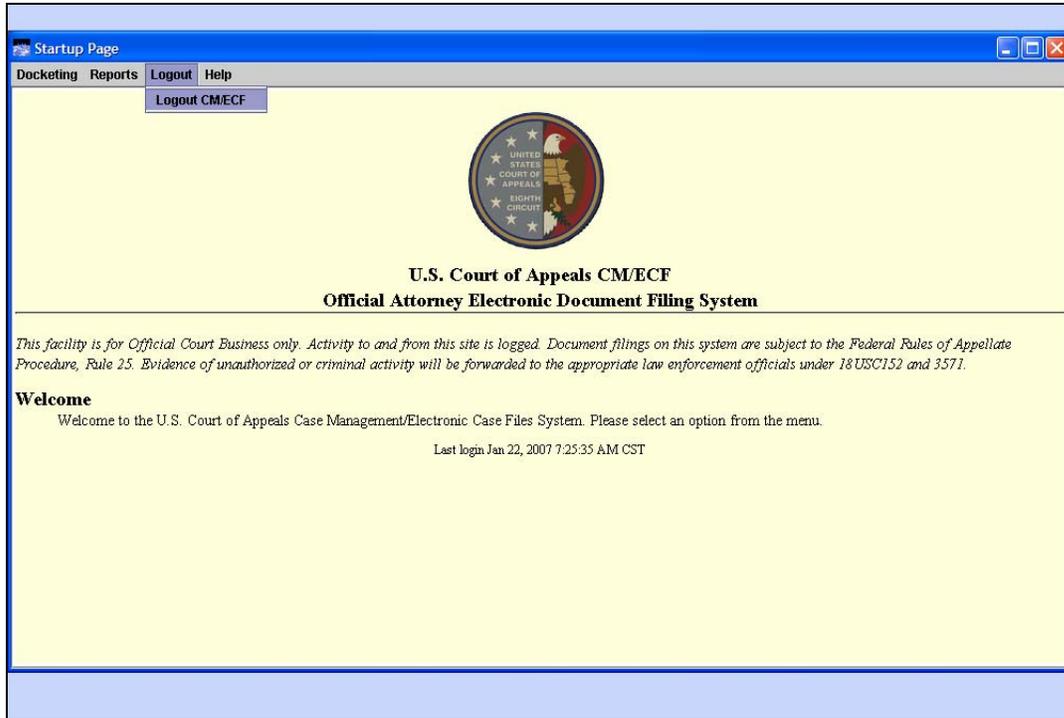
Logout

Slide notes: To end your CM/ECF session, click Logout in the menu.



Logout Menu

Slide notes: Now click Logout CM/ECF.

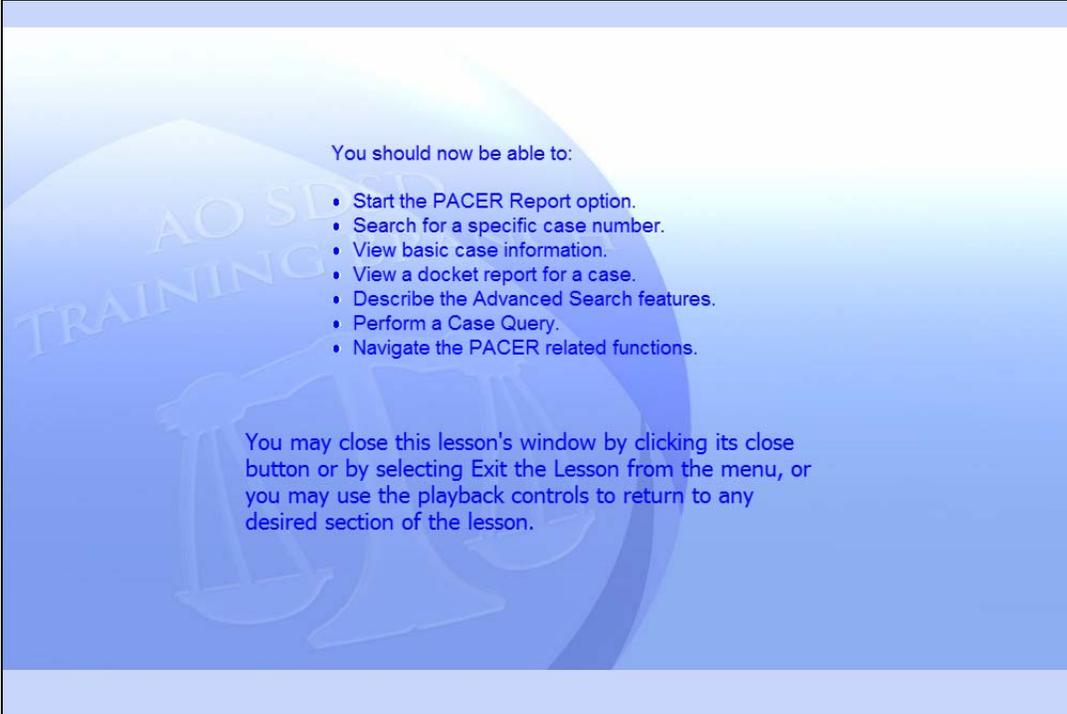


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Slide notes:



Logout OK

Slide notes: Confirm you want to logout by clicking Yes.



You should now be able to:

- Start the PACER Report option.
- Search for a specific case number.
- View basic case information.
- View a docket report for a case.
- Describe the Advanced Search features.
- Perform a Case Query.
- Navigate the PACER related functions.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

#### Summary

Slide notes: This concludes the PACER Report lesson module.

You should now be able to:

- Start the PACER Report option.
- Search for a specific case number.
- View basic case information.
- View a docket report for a case.
- Describe the Advanced Search features.
- Perform a Case Query.
- Navigate the PACER related functions.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.



Exit

Slide notes: Goodbye